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1. Alphabetize and file the past pay period's actions.
2. File form 53's from last pay period separately for termination processing.
3. Type up cover sheets from pay this period listing.
4. Schedule bonds for all people who are to be issued a Savings Bond.
5. Post unapplied balance and schedules of bonds to Payroll data cards.
6. Balance unapplied balance of all personnel who have bond deductions.
7. Mail bonds that came back from disbursing.
8. Post all form 50's to the Payroll data cards.
9. Post all form 50's to the 3 x 5 cards.
10. Post form 50's such as promotions and resignations to the 2806(Retirement Card).
11. Post Periodic Increases to the Payroll data cards.
12. Post Periodic Increases to the 3 x 5 cards.
13. Post Periodic Increases to the 2806(retirement card).
14. Type up form 52's for INOP.
15. Type up form 52's for resignations
16. Close out leave cards for all INOP and resignations cases.
17. Type up leave transcripts for all people resigning to U.V.
18. Post all leave transcripts coming from U.V.
19. Post all W-4's to Payroll data cards.
20. Post all new Bond deductions and cancellations to the Payroll data card.
21. Assign Bond numbers from Bond book for all new bond accounts and those that change from one denomination to another.
- ✓ 22. Type up addresses on all W-2's of people who have terminated outright.

23. Mail out W-2's of all people who have terminated outright.
24. File and alphabetize all T & A's from the past pay period in the summary controls.
25. Mail out all new T & A's for the next pay period to the various operations offices.
26. Type up and send to accounts all cancelled checks and collections.
27. Post all cancelled checks and collections to the Payroll data cards.
28. Type up vouchers for all refunds of unapplied bond balances.
29. List resignations, reassignments to U.V. and transfers to other Payrolls to ledger.
30. Post Schedule of cancelled checks and schedule of collections to payroll data cards.
31. Type up new Payroll data cards for all new EOD's.
32. Type up new leave cards for all new EOD's.
33. Type up new 3 x 5 cards for all new EOD's.
34. Check plus new normal listings to all P / R cards.
35. Process checks preparatory to distribution.
36. Mail out all checks that are to go to home addresses, banks, etc etc.
37. File form 71's to the proper controls and T & A's.
38. File amended T & A's to their proper controls.
39. Type and send the INM any name changes, allotment changes, etc.
40. Type all bond changes, new bond deductions, and cancellation on a notice for disbursing.
41. Answer phone calls on questions concerning pay.
42. Post all advanced S/L and A/L to the leave cards.
43. Adjust T & A's accordingly for all cases of advanced S/L and A/L.

44. Read and absorb all new instructions of payroll procedures.
45. Post to leave cards all leave transcripts received from another Agency.
46. Post to leave cards all travel vouchers.
47. Type and send out all request for leave balances.
48. Attach all Doctors certificates to the proper controls and T & A's.
49. Type up personnel folders for all new EOD's.
50. Work up folders for termination.
51. Make up dummy T & A for removal of normal for all individuals transferring out of one P/R to another.
52. Record transfer out on P/R data card
53. Turn in all F-52's for audit.
54. Put all transfer-in's in proper sequence for future processing.
55. Pull retirement cards and check for accuracy for all terminations.
56. Mail leave transcripts to other agencies.
57. Type up public vouchers for tax levy.
58. Prepare FBI carbon copies for distribution to Comptroller and Personnel.
59. Check discrepancies on individual earnings for IBM
60. Assemble controls.
61. Make up all hold slips for checks.
62. Type up and send to Disbursing any errors in the amount of a bond or the registration.
63. Read and file all notices coming into Payroll.
64. Perform any other special work assigned.
65. Answer calls for Personnel Relations on people who are going on IBM, Verification of Salary, etc.
66. Ask questions pertaining to payroll from supervisors.